

1. The first step in the process is to identify the problem or issue that needs to be addressed. This involves gathering information and understanding the context of the problem.

2. Once the problem is identified, the next step is to define the objectives and goals of the project. This helps to clarify what needs to be achieved and provides a clear direction for the project.

3. The third step is to develop a plan or strategy to address the problem. This involves identifying the resources needed, the tasks to be completed, and the timeline for the project.

4. After the plan is developed, the next step is to implement the plan. This involves putting the plan into action and monitoring progress to ensure that the project is on track.

5. The final step is to evaluate the results of the project. This involves assessing the outcomes against the objectives and goals, and identifying any lessons learned for future projects.

6. Throughout the process, communication and collaboration are essential. It is important to keep all stakeholders informed and involved in the project, and to work together to solve any problems that arise.

7. Finally, it is important to document the project process and results. This helps to provide a clear record of what was done, and can be used to inform future projects.

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Class	Subclass	Date	Examiner

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